

ADP Algebra II End-of-Course Exam Spring 2009 Providing Participation Counts and Ordering Test Materials

As indicated in the invitation letter that you received with these instructions, February of 2009 marks the beginning of preparations to administer the Algebra II End-of-Course Exam. The following information outlines the necessary steps and provides important details.

(Please note: If you will not be participating in the spring administration, no further action is needed by your school corporation.)

PEMSolutions ADP Website

Corporation test coordinators will use Pearson's PEMSolutions ADP website at www.PearsonAccess.com to perform a number of ADP Algebra II End-of-Course Exam test-related duties, including:

Entering participation counts (ordering test materials) and verifying contact information	Between February 2 and February 26, 2009
Submitting barcode label data	Between February 16 and February 27, 2009
Creating Testing Sessions (online testing only)	Between April 24 and June 12, 2009
Viewing electronic summary reports available on PEMSolutions website	After August 24, 2009

This document is intended to assist you in entering participation counts and verifying contact information. The PEMSolutions *ADP User's Guide* is also available on the website for you to use as you complete these and other tasks within PEMSolutions. Please print and refer to the PEMSolutions *ADP User's Guide* when you log into the website for answers to questions you may have about the site.

To access additional resources in the public area of the PEMSolutions website, including the *ADP User's Guide* and the *Test Administration Manual* (available after February 3, 2009), go to www.PearsonAccess.com. In the center of the screen under "Everything Starts Here," choose "ADP" in the drop-down menu. Click on the Support tab. Additional resources are listed in the *Key Resources* area near the middle of the page.

Please note: Certain features of the PEMSolutions ADP Site will be locked during the participation count window and will be made available later in the testing cycle (e.g., Test Results).

Prior to February 2, 2009, new users designated by the Indiana Department of Education will receive an email that includes your current PEMSolutions user ID. If you have any questions or concerns regarding your PEMSolutions user ID, please contact Pearson by calling 866-688-9555 or via email at ADP@support.pearson.com. Please note that new accounts must be approved by the Indiana Department of Education before Pearson can create them in PEMSolutions. Corporation Test Coordinators have the ability to create new user accounts for personnel in their school corporations.

Entering Participation Counts

To access the Spring 2009 administration in PEMSolutions, log into the system. Beginning January 31, the Spring 2009 administration will appear as the default administration in PEMSolutions.

Between February 2 and February 26, 2009, log onto the PEMSolutions ADP Site to enter participation counts (number of students testing) for each school that will be administering the Exam. Specify the quantity of regular, large print, Braille, and audio test materials required by each school, along with the number of students testing online (if applicable).

1. Go to Test Setup > Participation Counts.

You will see all of the schools in your school corporation that are eligible to participate in the spring administration. If there is a school missing, please contact Pearson by calling 866-688-9555 or via email ADP@support.pearson.com.

2. To manage participation counts for a specific school, click on the school name to open the participation counts screen.
3. Click **Edit** to open the participation counts “entry” fields.
4. Enter the participation counts in the appropriate rows and columns (see the graphic below).
Note: The number in parenthesis reflects the participation counts entered for Spring 2008.
5. Click **Save**.
Note: If a school did not test in Spring 2008 or if the counts are more than 10% different than Spring 2008 counts, a screen will appear asking the user to either modify the counts or continue to the confirmation screen.
6. A confirmation screen will open. Mark the status as “Complete.” The Status column will show whether the participation counts process for a school is

“Complete,” “In Progress,” or “Not Started.” Participation counts can be changed, regardless of the status shown on the screen, until **February 26, 2009**, when they become final.

Participation Counts
ADP Spring 2009 Algebra I and II [Change](#)

[Return to Test Setup](#)

Note: Participation Counts must be entered before 02/26/2009.

Organization	Subject	Online	Paper			
			Regular	Large Print	Braille	Audio
Example School 123123123123 Status: Not Started	Algebra I	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)
	Algebra II	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)

Enter your participation counts here and click “save.”

[Save](#) [Cancel](#)

Viewing Summary Reports of Participation Counts

After you enter participation counts for all of the schools, a report that summarizes participation count quantities becomes available. To view the participation report, click **Reports** on the Participation Counts overview screen and select the “Participation Count Totals” from the drop-down list. The report lists total quantities entered by form type (online, regular [paper], large print, Braille, audio).

Verify Shipping Information

Once you have entered participation counts, verify the accuracy of the shipping information in the system. Test materials will be packaged by school and shipped to the Corporation Test Coordinator. The shipping address for all schools participating in your school corporation should be the same (corporation address).

To verify shipping information:

1. Go to Administrative Management > View Organizations.
2. Click on the name of your district and the **Contacts** tab. Verify that the name and address for the person receiving the test materials are correct.
3. Click **Edit** to open the screen with “entry” fields.
4. Click **Save**. A confirmation screen will open and you can select whether you would like to return to the **Contacts** tab.

Overage

As indicated above, Indiana testing materials will be packaged by school and shipped to the school corporation. School boxes will include 5% overage. The school corporation will receive an additional 10% overage based on the total corporation order quantity. The overage is for regular materials only and is added to the participation counts entered into



PEMSolutions. School corporations do not need to order overage for regular test materials.

Please note: Actual order quantities will be used to determine shipping quantities for large print, Braille, and audio test material quantities (overage is not automatically added to the order for these specialty items).

Student Pre-ID Data (Barcode labels)

If a student is not included in your corporation's pre-ID file, you may register the student manually or load the student in a separate pre-ID file. Please use the Pre-ID File Layout that is attached. If you have students testing online, they must be entered into the PEMSolutions system before they can be entered into a testing session. Directions for this process can be found in the PEMSolutions *ADP User's Guide*.

Student data must be entered into PEMSolutions in order to assign students to online testing sessions (if applicable) and to generate reports of student results. Even if student data is not entered in time to receive Pre-ID labels for paper testing, it is still critical that the data be entered into PEMSolutions prior to **July 2, 2009**, to receive student reports. Please refer to the *ADP User's Guide* or the Student Data Upload (SDU) Instructions document for guidance on submitting SDU files.